

**DOCUMENT NAME: Purchase Order for
Household Goods Shipment
DAFIS DOCUMENT TYPE: 17**

1. **Description:** Used for supportive services in connection with a GBL for unaccompanied baggage on PCS moves, and local moves authorized by District.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
3. **Related Forms:** *CG-5131, Standard Travel Order For Military Personnel
*DD-214, Certificate of Release or Discharge from Active Duty
DD-1299, Application for Shipment and/or Storage of Personal Property
*Authorization Letter for Retirement
*Housing Authorization Letter for Local Move

Note: * One of these will apply to each shipment requiring a PO.

4. Document Number:

- a. For PCS move use the TONO number from the PCS orders.

SAMPLE: 1794234P12345

<u>Document Type</u>	<u>FY Funded</u>	<u>Last nine digits of TONOSuffix</u>
17	94	234P12345

- b. For PCS move supported by DD-214, member's Social Security Number is used in lieu of TONO.

SAMPLE: 1794123121234

<u>Document Type</u>	<u>FY Funded</u>	<u>Member's Social Security NumberSuffix</u>
17	94	123121234

- c. For District housing authorized move, use standard procedures for numbering.

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
17	94	90	4	F	AB	001	

Note: Suffix of D00 will be assigned by FINCEN. If a member has more than one PO issued for the same TONO, subsequent PO's will be identified as D01, D02, etc.

5. Accounting Line:

- a. For PCS, the accounting line should be on orders or in the retirement letter. Object Class will be changed to 2221 for transportation of HHG-PCS.

SAMPLE: 2/P/401/299/22/0/22/78040/2221

- b. For housing authorized local move, the accounting line should be in authorization letter from housing.

SAMPLE: 2/F/401/136/30/0/AB/12345/2221

6. FINCEN Critical Processing Requirements:

- a. Issuing units must ensure the following information is included on every submitted CG-5398 or OF-347 - Order for Supplies or Services

(1) DTCG number - block 3 (position 9 of the DTCG number should be a T.)

(2) Standard DAFIS document/travel order number - block 4.

(3) Five digit OPFAC of Contracting Office - block 5.

(4) Complete unit name, address, and phone number - blocks 5 and 6.

(5) Complete vendor name and address - block 7.

(6) DAFIS accounting data - block 9.

(7) GBL number - block 14.

(8) Item description including member's name and SSN - block 17.

(9) Grand total - block 17i.

(10) Correct Mail To: instructions - Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114 - block 21.

(11) Contracting Authority signature - block 23.

- b. **LEGIBLE COPY OF PURCHASE ORDER WITH SUPPORTING DD-1299 AND ORDERS MUST BE SUBMITTED TO FINCEN.**

7. Other Information: None.**8. LUFS Information:**

- a. Obligation will transmit electronically via LUFS.
- b. A copy of the form should be mailed to FINCEN and should have the statement on the face of the document.

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"

8. c. When transmitting to FINCEN, only the obligation accounting information (XA record) will be sent.

9. **Document Flow:**

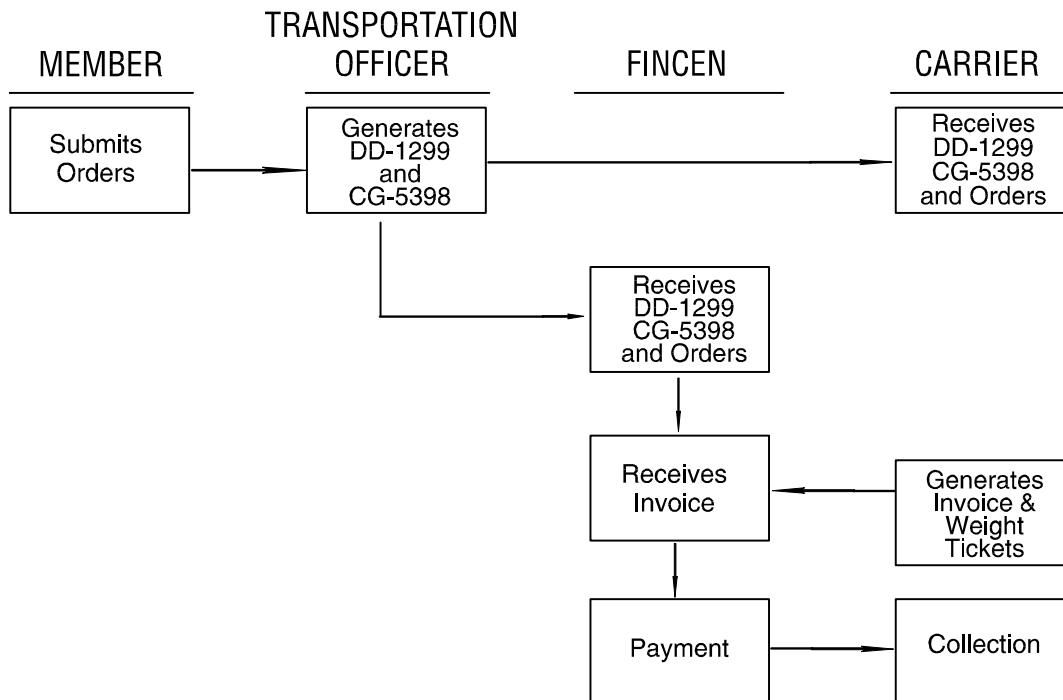


Figure 12C-22 Purchase Order for Household Goods Shipment

- a. Figure 12C-22 describes the procedures for processing a Purchase Order for Household Goods Shipment.
- b. The member submits sufficient copies of orders to satisfy distribution requirements to the Transportation Office.
- c. The Transportation Office generates and forwards to the Carrier and **Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114** a separate DD-1299, CG-5398 (or OF-347) and orders for each shipment. Block 3 of DD-1299 must be numbered in chronological order when two or more shipments are made on the same PCS orders.
- d. Carrier generates and forwards necessary documents for FINCEN to process for payment.
10. **Sample Forms:** See Figures 12C-23, 12C-24 and 12C-25.

11. **PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1794234P12345D00	103F	94100F242	78040	2221	0.00	0.00	0.00	80.00

12. References:

- a. COMDTINST M4050.6, Coast Guard Personal Property Transportation Manual.
- b. COMDTINST M4600.12, Travel Manual.
- c. Joint Federal Travel Regulations, Volume I.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5131 (Rev. 8-84)		STANDARD TRAVEL ORDER FOR MILITARY PERSONNEL		DATE	
FROM: SUPERINTENDENT, U.S. COAST GUARD ACADEMY			1. TRAVEL ORDER NO.		
TO: ENS S. N. Smithe, 123-12-1234			CIC-G 1294234P12345		
VIA:			2. AUTHORITY COMDT MSG 020023Z APR 94		
3. PROCEED AND REPORT IN THE ORDER LISTED BELOW:					
STATION/PLACE		NATURE OF DUTY		REPORTING TIME/DATE	
COMMANDING OFFICER		FASDU			
USCGC Neversail		(OBC 12345B)		RPT NLT 94 JAN 22	
		(BCN 1234567)			
4. a. THIS ORDER CONSTITUTES A PERMANENT CHANGE OF STATION FROM NEW LONDON, CT TO PORTSMOUTH, VA					
X D. PERMANENT STATION REMAINS					
X C. SUBMIT A NEW CG-3698, OFFICER ASSIGNMENT DATA CARD OR CG-4526, ENLISTED ASSIGNMENT/DATA FORM, AS APPLICABLE, IN ACCORDANCE WITH CURRENT DIRECTIVES.					
5. UPON COMPLETION OF THIS TEMPORARY ADDITIONAL DUTY, YOU WILL RETURN TO YOUR REGULAR STATION AND RESUME YOUR REGULAR DUTIES. <input type="checkbox"/> VISIT/REVISIT AUTHORIZED IN CONNECTION WITH THIS TEMPORARY ADDITIONAL DUTY.					
6. DELAY AUTHORIZED: _____ (Days) LEAVE, OTHER DELAY AS AUTHORIZED BY REGULATIONS OR ENDORSEMENT HEREON.					
7. LEAVE (Address/Phone)			8. RECORDS DISPOSITION: SERVICE: MAILED PAY: PPC HEALTH: MAILED		
9. TRAVEL NECESSARY TO THE EXECUTION HEREOF IS REQUIRED IN THE PUBLIC INTEREST AND IS AUTHORIZED CHARGEABLE AGAINST:					
APPROPRIATION	OPERATING GUIDE	COST ACCOUNT	OBJECT ACCOUNT	PROJECT NUMBER	
6940201	---	SEE BELOW	---	---	
10. TRAVEL IS AUTHORIZED OR DIRECTED AS INDICATED BELOW: (Check appropriate block)					
X a. FOR ENLISTED PERSONNEL PERMANENT CHANGE OF STATION ONLY (Including temporary duty en route): TRAVEL BY PRIVATELY OWNED CONVEYANCE IS AUTHORIZED. (See Section 4-D, Personnel Manual)					
b. TRAVEL VIA GOVERNMENT TRANSPORTATION IS DIRECTED BEYOND THE CONTINENTAL LIMITS OF THE U.S., WHEREVER AVAILABLE, TRAVEL VIA COMMERCIAL CARRIER IS AUTHORIZED WHEN GOVERNMENT TRANSPORTATION IS NOT AVAILABLE. FOR MAC, CLASS TWO PRIORITY IS CERTIFIED.					
c. TRAVEL IS DIRECTED BY COMMERCIAL CARRIER ON TRANSPORTATION REQUESTS, WHEN TRANSPORTATION REQUESTS ARE AVAILABLE, OTHERWISE AT OWN EXPENSE, SUBJECT TO REIMBURSEMENT.					
X d. TRAVEL AT OWN EXPENSE IS AUTHORIZED, SUBJECT TO REIMBURSEMENT. (This alone does not authorize Enlisted Personnel to travel by privately owned conveyance.)					
e. FOR TEMPORARY ADDITIONAL DUTY ORDERS ONLY: (1) Travel by privately owned conveyance is authorized and is more advantageous to the Government. (2) Travel by privately owned conveyance is authorized. (Authorized only when sufficient leave to allow safe driving is granted.)					
11. A RELEASE FROM MANDATORY ASSIGNMENT TO GOVERNMENT HOUSING MUST BE OBTAINED FROM YOUR NEW COMMAND PRIOR TO PROCURING HOUSING IN THE CIVILIAN SECTOR OF THE AREA SURROUNDING YOUR NEW DUTY STATION.					
12. ADDITIONAL INSTRUCTIONS ACCTG DATA: 6940201 2/P/401/299/22/0/22/78040/2104 AUTHORIZED ADVANCE MILEAGE AND PERDIEM AUTHORIZED 30 DAYS NONCHARGEABLE GRADUATION LEAVE. MEMBERS HOME OF RECORDS: ANYTOWN, NY					
13. DISTRIBUTION: COMDT(G-PIM-2/0), ACADEMY (PRU/PE/CA/ACO/SR), CG FINCEN, USCGC					
14. AUTHENTICATING SIGNATURE R. K. GUARD, YNCS, USCG			15. ORDERS RECEIVED (Date, Place, Signature of Traveler) 93 DEC 22 NEW LONDON, CT		

PREVIOUS EDITION MAY BE USED

SN 7530-01-GF2-5950

Figure 12C-23 CG-5131, Standard Travel Order for Military Personnel

ORDER FOR SUPPLIES OR SERVICES				PAGE	OF	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.				1		1
1. DATE OF ORDER 01/10/94	2. CONTRACT NO. (If any)	3. ORDER NO. DTCG90-94-T-P12345	4. REQUISITION/REFERENCE NO. 1794234P12345			
5. ISSUING OFFICE (Address correspondence to) SUPERINTENDENT U.S. COAST GUARD ACADEMY 15 MOHEGAN AVENUE NEW LONDON, CT 06320		6. SHIP TO: (Consignee and address, ZIP Code) PORTSMOUTH, VA				
7. TO: CONTRACTOR (Name, address and ZIP Code) ROCHESTER TRANSFER & STORAGE 4121 FRONTAGE ROAD NORTH ROCHESTER, MN 59901 (507) 289-4515		8. TYPE OF ORDER <input checked="" type="checkbox"/> A PURCHASE — Reference your _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of: <input type="checkbox"/> B DELIVERY — Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				
9. ACCOUNTING AND APPROPRIATION DATA 2/P/401/299/22/0/22/78045/2221		10. REQUISITIONING OFFICE 11. BUSINESS CLASSIFICATION (If not a "Small Business") <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> U.S. ADVAN- TAGED <input type="checkbox"/> WOMEN- OWNED				
12. F.O.B. POINT	14. GOVERNMENT EL NO UP-160,355	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
13. PLACE OF INSPECTION AND ACCEPTANCE						
17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0001	PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT NECESSARY FOR PACKING, CRATING, AND DRAYAGE TO WAREHOUSE OF AN UNACCOMPANIED BAGGAGE SHIPMENT. SHIPMENT OF: ENS SAM N. SMITHE 123-12-1234, USCG FINCEN E-MAIL ADDRESS: CSCALL/FINCEN@CGSMTP.COMDT.USCG.MIL	1	JB	1200.00	1200.00	Est.
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT ANYTOWN, VA	19. GROSS SHIPPING WEIGHT	20. INVOICE NO			17 (H). TOT. (Cont. Pages)
	21. MAIL INVOICE TO: (Include ZIP Code) Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114				EST 1200.00	17 (I). GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature)			23. NAME (Type) J. J. SMITHE, CWO4 USCG, THE CONTRACTING/ORDERING OFFICER			
DEPT. OF TRANSP., USCG, CG-5398 (10-84) ORIGINAL (Copy 1) White						
SN 7530-01-GF3-1080						

Figure 12C-24 CG-5398, Order for Supplies or Services

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY (Before completing form, read Privacy Act Statement on reverse)		1. DATE PREPARED (YYMMDD) 93 - NOV - 12		2. SHIPMENT NUMBER 1/2	
3. NAME OF PREPARING OFFICE TRANSPORTATION OFFICE USCG ACADEMY, NEW LONDON, CT C706320		4. TO (Responsible origin Personal Property Shipping Office) a. NAME TRANSPORTATION OFFICER (FL)			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE T.O. USCG BASE, 196 TRADD ST. (CAPS) CHARLESTON, SC 29401		b. ADDRESS (Street, City, State, Zip Code) U.S. COAST GUARD ACADEMY 15 MOHEGAN AVE NEW LONDON, CT 06320			
6. MEMBER OR EMPLOYEE INFORMATION (803) 724-7610/7613					
a. NAME (Last, First, Middle Initial) Smithe, Sam N.		b. RANK / GRADE ENS/O-1		c. SSN 123-12-1234	
d. AGENCY U.S. COAST GUARD					
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING					
a. HOUSEHOLD GOODS / UNACCOMPANIED BAGGAGE / ITEMS / NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS 1500 LBS		(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (Enter none, if not applicable)		(3) EXPENSIVE AND VALUABLE ITEMS. NUMBER OF CARTONS	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER		(2) LENGTH		(3) WIDTH	
				(4) HEIGHT	
				(5) TYPE EXPANDO (Describe)	
(6) MOBILE HOME SERVICES REQUESTED (X as applicable)					
(a) Contents Packed		(b) Mobile Home Blocked			
(c) Mobile Home Unblocked		(d) Stored at Origin		(e) Stored at Destination	
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
(1) PERMANENT X (2) TEMPORARY		COMDT USCG		CGC Neversail, PORTSMOUTH, VA	
d. DATE OF ORDERS (YYMMDD) 931104		e. ORDERS NUMBER 1294234P12345		f. PARAGRAPH NO. 804 123-1234	
g. IN TRANSIT TELEPHONE NO. (Include Area Code)					
RT 1 BOX 1, ANYTOWN, NY 01234					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Address, City, County, State, and Zip Code) (If mobile home, also include mobile home court name) U.S. COAST GUARD ACADEMY (GSK) NEW LONDON, CT 06320			a. ADDRESS (Street, Address, City, County, State, and Zip Code) (If mobile home, also include mobile home court name) RT 1 BOX 1 ANYTOWN, NY 01234		
b. PHONE NUMBER (Include Area Code) (203) 444-1234			b. AGENT DESIGNATED TO RECEIVE PROPERTY Susie Smithe		
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)					
12. SCHEDULED DATE (YYMMDD) FOR		a. PACK 93 Nov 24		b. PICKUP 93 Nov 24	
				c. DELIVERY 12/7/93	
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE")					
a. FROM		b. TO		c. NET POUNDS (Actual or est.)	
				d. POUNDS OF PROFESSIONAL BOOKS, PAPERS, EQUIPMENT (Actual or est.)	
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS. I certify that I have read and understand my shipping responsibilities and storage conditions printed on the reverse side of this form.					
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED		c. ADDRESS OF CONTRACTOR (Street, City, State and Zip Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and / or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)			
		c. TITLE			

DD Form 1299, DEC 85

I/N 0102-LF-001-2992

Effective June 1, 1986 all previous editions of this form are obsolete.

Figure 12C-25 DD-1299, Application for Shipment and/or Storage of Personal Property